

# CONSTITUTION OF THE CORNERSTONE PRIMARY SCHOOL PARENT-TEACHER ORGANIZATION

**MISSION STATEMENT** - Cornerstone Primary School is a Christ Centered School. Members of the PTO (Parent Teacher Organization), pledge to identify and conduct programs and activities to meet the educational, spiritual and physical needs of the student body. We pledge to lead our students by example. We pledge always to pray and ask for the Lord's wisdom and guidance in all that we do. We pledge to act in the best interest of our students and for the betterment of the school.

## **ARTICLE I - NAME**

The name of this organization shall be the Parent/Teachers Organization (PTO) of the Cornerstone Primary School.

## **ARTICLE II - PURPOSE**

The general purposes of PTO are:

1. To bring together the parents and staff of the Cornerstone Primary School to identify and conduct programs to meet common needs concerning the education, development and the well-being of the students.
2. To provide network to exchange information, experience, and goodwill concerning the education of the students.
3. To promote a greater understanding of the needs of the students and teachers of the school.
4. To coordinate initiatives that address common needs, including, but not limited to, informational and educational programs, tutorial packages, and training.
5. To solicit funding for any endeavors that may be directed to the betterment of the Cornerstone Primary School's teachers and students.

### *ARTICLE III - METHODS*

1. Conduct meetings, discussion groups, forums, lectures and other similar programs concerned with the development and exchange of research for the enrichment of the Comerstone Primary student/teacher community.
2. Establish procedures for the communication of this information to members and the school community.
3. Establish procedures for communication between the PTO and related educational organizations, such as other PTA or PTO groups and other organizations, as appropriate.
4. Formulate recommendation to improve the Comerstone Primary School system.

### *ARTICLE IV - DUTIES OF OFFICERS*

#### SECTION: 1 THE PRESIDENT SHALL:

- Be the general executive officer and preside at all meeting of the PTO.
- Appoint committees, subcommittees, task forces or other group to stud, investigate, write reports and recommendations regarding matters of concern to PTO, and designate applicable focus, scope and limitations. Committees may also be identified and appointed by the membership by a majority vote.
- Be an ex-officio member of all committees except the Nominating Committee.
- Enforce the laws and order of the Organization.

#### SECTION: 2 THE VICE-PRESIDENT SHALL:

- Assist the President whenever requested to do so.
- Preside at all meetings and perform all the duties of the

President in the President's absence or inability to serve.

- Make arrangement for the orderly conduct of all meetings.

**SECTION: 3 THE SECRETARY SHALL:**

- Keep a record of the proceedings of all PTO and Executive Board Meetings, and present them on call by the officer of the Organization.
- Maintain all PTO correspondence, documents and records except those of the Treasurer and the Financial Secretary. These records shall be maintained and filed at the Cornerstone Primary School.
- Provide notification of meetings.

**SECTION: 4 THE FINANCIAL SECRETARY SHALL:**

- Receive all PTO funds.
- Be responsible for the collection of all revenues and properly record all monies.
- Keep an accurate record of all disbursements and receipts.
- Assist the Treasurer in carrying out his/her duties.
- Ascertain the completeness and accuracy of the records as recorded by the Treasurer.
- Present a monthly written report of any and all financial transactions of PTO.

**SECTION: 5 THE TREASURER SHALL:**

- Deposit all monies received within 2 days to the credit of PTO in depositories selected by the officers of the PTO Constitution of the Cornerstone Primary School Parent-Teachers Organization.

- Withdraw all monies other than Petty Cash only by check signed by 3 of the following 4 individuals, President of the PTO, Treasurer of the PTO, the Principal, and the Executive Director of the Cornerstone Primary School.
- Ascertain the completeness and accuracy of the records as recorded by the Financial Secretary.

## *ARTICLE V - ELECTIONS*

SECTION: 1 The officers of this organization shall be as follows:

PRESIDENT  
VICE-PRESIDENT  
SECRETARY  
FINANCIAL SECRETARY  
TREASURER

## SECTION: 2 NOMINATIONS

Candidates for office shall be nominated in an open meeting according to the parliamentary procedures and must have attended six (6) of the ten (10) PTO meetings held each year or be active on at least one of the subcommittees.

## SECTION: 3 ELECTIONS

The officers of this organization shall be elected every two years during the last scheduled meeting of each preceding odd year and shall take office at the first scheduled meeting of the new school year.

Election shall be by simple majority of votes cast.

In the event that an officer, for any reason vacates a PTO office before the term has expired, the voting membership shall be given notification that an election will be held. Such election shall be conducted according to Sections 1, 2, and 4 of this article.

**SECTION: 4 PARLIAMETARY PROCEDURES**

The rules of parliamentary procedures shall govern the conduct of the organization's meetings and elections.

**ARTICLE VI - AMENDMENTS**

This constitution may be amended at any regular meeting by a majority vote of the membership present, provided that a thirty (30) day notice has been given to the membership and that such contemplated action has been incorporated in the notice of the meeting.

**ARTICLE VII - STANDING COMMITTEES**

The following shall be deemed standing committees of the PTO of the Cornerstone School.

**SECTION: 1 BY-LAWS COMMITTEE:**

Establish, maintain and present the by-laws and by-laws amendments of the PTO Cornerstone Primary School.

**THE CHAIRPERSON SHOULD:**

MAINTAIN A JOURNAL INDICATING BUSINESS CONTACTS (IF APPLICABLE) AND ACTIVITIES OF THE COMMITTEE.

BE PREPARED TO GIVE A WRITTEN REPORT AND BUDGET REPORT TO THE PTO BODY WHICH MUST BE SUBMITTED NO LATER THAN JUNE 30TH OF EACH YEAR.

**SECTION: 2 EXECUTIVE COMMITTEE SHALL:**

Conduct a meeting on the Monday before the general PTO meeting to set the agenda topics.

This committee consists of the Principal, PTO Officers, and Committee Chairpersons.

**THE CHAIRPERSON SHOULD:**

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BE PREPARED TO GIVE A WRITTEN REPORT AND BUDGET REPORT TO THE PTO BODY WHICH MUST BE SUBMITTED NO LATER THAN JUNE 30TH OF EACH YEAR.

SECTION: 3 THE EXPENDITURE COMMITTEE SHALL:

Semi-annually review and balance all the financial records and receipts as prepared by the Financial Secretary and Treasurer. These reviews shall take place July 30th and January 30th of each year.

In conjunction with the President and the Principal, oversee and approve all expenditures of the Cornerstone PTO.

Oversee the Petty Cash fund which should not exceed \$100.00.

All expenditures exceeding \$100.00 must have prior thirty (30) day approval by the PTO.

Emergency expenditures must have majority vote by PTO officers.

EXAMPLE: EVENTS/MATTERS THAT CANNOT WAIT FOR THE NEXT REGULARLY SCHEDULED PTO MEETING.

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SECTION: 4 FUNDRAISING COMMITTEE

Coordinate all fundraising projects for Cornerstone Primary School.

Review and document in conjunction with the Treasurer and Financial Secretary all monies collected from various fundraising projects.

Provide a monthly record of all fundraising activities as held.

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SECTION: 5 THE SOCIAL/SPECIAL PROJECTS COMMITTEE SHALL:

Coordinate all social activities to enhance the relationship between staff, students, and parents.

THE CHAIRPERSON SHOULD:

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BE PREPARED TO GIVE A WRITTEN REPORT AND BUDGET REPORT TO THE PTO BODY WHICH MUST BE SUBMITTED NO LATER THAN JUNE 30TH OF EACH YEAR.

*ARTICLE VIII - ORDER OF BUSINESS*

The Order of Business for regular meetings shall be as follows:

CALL TO ORDER

PRAYER

READING AND APPROVAL OF THE MINUTES

FINANCIAL REPORT

PRESIDENT'S REPORT OR CONCERNS

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

GOOD AND WELFARE

ADJOURNMENT